

SCHOOL BOARD MEETING for HOLY SPIRIT CATHOLIC SCHOOL
February 11th, 2024
6:00 pm

Our Mission

*To inspire students to academic excellence, foster creativity and ignite their hearts
with love for God and neighbor.*

Non Voting present: Margie, Bruce, Rita, Allison, Faith,

Present via Zoom: Kandy, Shleace, Kerry, Sarah, Lizette, Darryn, Heidi

Voting present: Sarah, Ric, Norma, Jessica, Luis, Peggy

Not Present: Caroline, Sandra

Bruce filling in for Caroline

Call to Order by Bruce: 6:00 pm

Opening prayer by Bruce

Approval of January meeting's minutes: Ric motioned, Luis seconded. Meeting minutes approved

School report by Margie

1. Enrollment
 - a. Re-enrollment is March 15th
 - a. Scholarship committee to meet Feb 15th –wanting to get scholarship information to parents prior to re-enrollment to give parents helpful info
 - b. Considering future use of FACTS to help with allocation of scholarship funds. If done properly, FACTS can save time.
 - c. Current application process is manual, FACTS would be electronic
 - d. Norma raised concerns about use of FACTS in past. Bruce acknowledged that FACTS can be time-consuming to run, but if done properly, should be helpful
 - e. This year, scholarship committee will determine distribution of funds, but will be compared to FACTS output to test usefulness
2. School is hiring
3. Budget - Margie and Bruce are working on school budget, currently getting input from teachers
 - a. Parish Finance Council feels school budget is good, breaking even
4. Accreditation - Accreditation visit is March 12-14th
 - a. Accreditation team requested to meet with School Board
 - b. Meeting will be March 12th at 5:15, board members are requested to attend, if possible
 - c. School board meeting will follow immediately at 6:00

5. Auction

- a. Donations are due by 14th
- b. Baskets will be made on the 16th
- c. Chamber of Commerce luncheon - Heidi to attend to promote school auction and enrollment
- d. Idaho Catholic Register had article about Holy Spirit
- e. Ads on radio and Channel 6 news currently
- f. Local paper will do article on school auction –Bre and Heidi coordinating

PTC Report by Kandy

1. PTC bought the souvenir glasses to be sold at the auction
 - a. PTC is requesting to receive 50% of the profits from the sale of the glasses
 - b. Cost of purchasing glasses is roughly \$200, if all glasses are sold, profits would be roughly \$3000, and PTC would receive \$1500
 - c. Jessica provided current PTC budget to demonstrate need and how money is/will be spent
 - d. Motion put forward, seconded by Luis, motion passed for PTC to receive 50% of sale of glasses at auction
2. Spring restaurant fundraiser planned
3. Possible fundraiser to coordinate with local nursery to receive portion of the day's profits.

Marketing report by Ric and Luis

1. Ric met with KPVI rep who offered a plan for advertising
 - a. Deal would include a 15 second spot that would air 3 times a day for two weeks
 - b. Cost is \$500 with production costs waived
 - c. Approximately 10,000 households in Bannock area would see the ad
 - d. Expected Demographic is 35 years and older
 - e. School would be able to create multiple versions to highlight different aspects of school
2. Luis attended 1st Communion meeting and realized many parents present did not have their children enrolled in Holy Spirit
 - a. Luis would like to invite these parents to HSCS to tour the school, meet the staff
 - b. Another option might be to hold future 1st Communion meeting in the school

Additional Business by Bruce

1. By-laws
 - a. Copies of finalized by-laws handed out to board members
 - b. By-laws were approved by the board, but need to be signed by Fr. Emil and notary
2. Upcoming work for school board:
 - a. March: strategic plan review with action plan approval or revision
 - b. April: Budget to be presented to board for feedback and approval
 - c. May: self-assessment of governance, fundraising, etc.

- d. June: school review and governance clean up prior to next school year
- 3. 365- tabled until next board meeting
- 4. Vice President needs to be elected
 - a. VP would run meetings when Caroline cannot attend
 - b. No volunteers at current meeting
 - c. Decision made to open the offer to parents of the school
 - i. To be placed in next school newsletter
 - ii. Interested parents to respond to Caroline directly

Norma raised concern that HSCS should have a plan in place in the event that home-schooling parents request to have their children join HSCS PE classes, music classes, extra-curricular activities, etc.

Margie agreed to consider school's response to such inquiries, discuss with Fr Emil.

Closing prayer by Bruce

Meeting adjourned at 7:30

**New meeting day/time next month: Wednesday March 12th at 5:15 if possible to meet with Accreditation team, or 6:00pm for regular board meeting.